

Listserv Basics



U-High Boosters is using the listserv as an email distribution list. You can JOIN the list if you want to add an email address to the list, or you can LEAVE the list if you need to delete your email from the list.

If you indicated that you would like to join the email list on the Directory Form, then your email was added to the listserv using “UHS” as the first name and the student’s last name as the last name. So, if your student’s name is Student Smith, and your email address is parent.email@email.com, then the name associated with parent.email@email.com is UHS Smith. You can change the name associated with your email address on the list.

Changing your name on the Listserv

When you click on the link to join or leave the listserv: [uhighboosters-l](#) you will be directed to the **Join or leave the UHIGHBOOSTERS-L list** page. On this page, you will find this link:

[login with your LISTSERV password](#)

This link allows you to create a password associated with your email address. When you click on this link, you establish or change a password for your email address. The system emails a confirmation

link to the email address. After you click on the confirmation link in the email, you will be able to log in to the listserv system, for the uhighboosters-l listserv, and change your name. If you have not yet joined the list, you will have the ability to join the list. If your email is already on the list, you will have the opportunity to leave the list.

JOIN or LEAVE the U-HIGHBOOSTERS-L list

When you click on the link to join or leave the listserv: [uhighboosters-l](#) you will be directed to the **Join or leave the UHIGHBOOSTERS-L list** page.

On this page, you can enter your email address and

name, then choose the **Join the List** button or the **Leave the List** button. You will receive an email from “L-Soft list server at Illinois State University (1.8d) [LISTSERV@LISTSERV.ilstu.edu]” This email will include a confirmation link that you must

select in order to confirm that you want to join or leave the list. You can have as many email addresses as you need, for example, if you have a work email and a home email. If you decide to stop using an email address or your email address changes, please “Leave the List” from that email address.